



State of Connecticut EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC ARCHITECTURAL DESIGN REVIEWER 2

ANNUAL \$64,799 SALARY: \$93,237	SALARY GROUP: ES 25a*	APPLICATION CLOSING DATE: FEBRUARY 24, 2016	EXAM NO: 160110OCMC
ANNUAL \$74,036 SALARY: \$106,557	SALARY GROUP: FS 25a*		

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state agency this class is accountable for performing the most complex tasks in the review, preparation and analysis of designs and related contract documents for architectural design projects. This class also assists consultants in the development and finalization of project documents.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **FEBRUARY 24, 2016**.

GENERAL EXPERIENCE: Seven years of experience in preparing architectural designs, project documents and cost estimates for various types of building design projects including some experience utilizing computer aided design and drafting (CADD) equipment.

SUBSTITUTION ALLOWED: 1) College training in architecture may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of five years for a Bachelor's degree program in Architecture. 2) A Master's degree in architecture may be substituted for one additional year of General Experience.

WORKING CONDITIONS: Incumbents in this class may be exposed to some risk of injury or physical harm from construction environments and a moderate degree of discomfort from exposure to year round weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply principles, practices and methods of architectural design and design aspects of building modification and construction; considerable knowledge of building materials and components; considerable knowledge of building and fire codes; knowledge of structural, mechanical and electrical systems; knowledge of computer aided design and drafting (CADD) equipment; interpersonal skills; oral and written communication skills; considerable ability to review, interpret and apply contract provisions; considerable ability to read blueprints; considerable ability to accurately estimate project costs; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:	PART EXPERIENCE AND TRAINING	WEIGHT 100%
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APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. **Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision.** Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Architectural Design Reviewer 2 include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Architectural Design Reviewer 2 cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience preparing architectural designs, project documents and cost estimates for various large scale, complex types of building design projects. Describe your experience in preparing and/or evaluating designs and contractual documents for architectural design projects, including building rehabilitation and alterations, new construction and site work. Be specific in describing the size and nature of the project(s) with which you were involved. Also indicate whether your experience in any of these areas has included the use of computer-aided design and drafting (CADD) equipment. **(2)** Design review experience. Describe your experience working with architectural and engineering professionals in reviewing and evaluating construction plans/designs/drawings/specifications, project documents and cost estimates for all construction aspects, especially building and fire code compliance. Be specific in detailing the type of design review and/or technical assistance you have provided, including the purpose and for whom it was provided. **(3)** Detail your experience conducting site inspections, reviewing plans and specifications for code compliance (building codes, life safety codes, mechanical, electrical, accessibility, hazardous materials codes and NFPA standards and for compliance with any of the following: floodplain regulations, historic preservation requirements, planning and zoning regulations, environmental remediation requirements, etc.). Be specific in explaining your experience in this area. **(4)** Oral and written communication experience. Detail your experience writing inspections/investigative code violation reports, documents, summaries and other correspondence relative to your design of, or design review of building construction projects. Be specific as to the nature and purpose of these reports or other written materials and for whom they were prepared. Detail your experience with others, which you feel demonstrates your oral communication and interpersonal skills. Be specific in explaining the nature of those dealings and whom they were with. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by FEBRUARY 24, 2016.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (Secure Fax #860-622-2875). **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by APRIL 20, 2016.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

*NOTE: The full-time work week may be 35 or 40 hours depending on the position. The salary group for the 35 hour work week is ES and the salary group for the 40 hour work week is FS.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.